

Revisions to Academic Staff Personnel Policies and Procedures Chapter 105

Rationale:

The proposed revised document is intended to

- Bring ASPPP Chapter 105 into compliance with UW System Administrative Policy 1254 which specifies that all employees will have an annual performance review.
- Provide guidance on the purpose of performance review/management.
- Set the expectation that, while the minimum requirement of performance evaluation is once yearly, more frequent review should occur.
- Provide some flexibility in the timeline for the steps of the annual review that should benefit employees and their supervisors.

Current Version (November 2021)

CHAPTER 105

PERFORMANCE REVIEWS

105.01 Performance Review and Employee Self-Evaluation

Every academic staff member who holds a position at 50% of full-time or more shall be reviewed in the sixth month after the initial appointment and annually, thereafter. The review shall begin with a self-evaluation. Supervisors shall request academic staff self-evaluations prior to December 1 for the current calendar year of January 1 through December 31. Staff shall submit their self-evaluations on or before January 15 of the following calendar year (e.g., supervisor request on December 1, 2017, self-evaluation due by January 15, 2018). The supervisor shall hold a conference with the staff member no later than 30 working days after January 15. In the case of academic staff who are supervised by the departmental executive committee, the departmental executive committee or its designee shall conduct the conference. A written evaluation of the employee's performance, as discussed at the conference, shall be given to the employee by the supervisor within 5 working days after the conference. If there is no written evaluation by the supervisor within 5 working days after the conference or if no conference is held, the employee's self-evaluation will stand as the official performance evaluation. The employee shall have the option of responding in writing to the supervisor's written evaluation within 10 working days of its receipt. The document(s) shall be filed in the employee's official personnel file upon receipt. Each Academic Staff member is responsible for submitting an annual self-evaluation.

This policy is in accordance with UW System Administrative Policy 1254

Proposed Version (Tracked Changes)

CHAPTER 105

PERFORMANCE MANAGEMENT

105.01

As stated in UW System Administrative Policy 1254, "The performance management process aligns the individuals' efforts to the organization's goals where job-related and role-specific performance expectations are established; continuous feedback, career and professional development opportunities, and recognition for meritorious performance is afforded to all employees."

105.02 Six-month Evaluation for initial appointment

For academic staff with the expectation of continuing appointments (fixed-term multiple-year, fixed-term renewable, fixed-term rolling horizon, probationary, indefinite), an evaluation is required before the sixth month after the initial appointment. If the appointment start date is between March 1 and June 30, the six-month evaluation may serve as the annual evaluation.

105.03 Annual Evaluation

A formal performance evaluation shall be conducted with each employee at least every 12 months.

A. Fixed-term, terminal appointments

1. For academic staff on fixed-term, terminal appointments of 1 year or less, the timing and format of the annual evaluation shall be at the discretion of the hiring unit.

2. For academic staff on fixed-term, terminal appointments greater than 1 year in duration, the timing and format of the annual evaluation shall be in accordance with the table listed in B. below.

B. Positions with an expectation of continuing appointments

For academic staff with the expectation of continuing appointments, the steps and timeline of this process are listed in the table below.

Table with 2 columns: Steps, Timeline. Row 1: 1. Announcement of required annual review (covers period of January 1 through December 31 of the current year) | By December 1. Row 2: 2. Employee submits self-evaluation | By February 15. Row 3: 3. Conference between supervisor and employee | Steps 3 and 4 completed by April 1.

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Deleted: Performance Review and Employee Self-Evaluation

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<p><u>4. Written evaluation by supervisor based on employee's self-evaluation and conference</u></p>	<p><u>Steps 3 and 4 completed by April 1</u></p>
<p><u>5. Opportunity for employee to respond to written evaluation</u></p>	<p><u>By April 15</u></p>
<p><u>6. Combined self-evaluation, supervisor's written evaluation, employee's written response (if any) signed by employee and their supervisor and sent to unit HR Business Partner, with a copy sent to the department head (if applicable) and dean/division head.</u></p>	<p><u>By April 30</u></p>

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If there is no written evaluation by the supervisor by April 30, the employee's self-evaluation will stand as the annual performance evaluation. Completion of the annual evaluation is one of the requirements for pay plan eligibility. (AS Doc 148, 8/24)

(Clean Version)

CHAPTER 105
PERFORMANCE MANAGEMENT

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Steps	Timeline
1. Announcement of required annual review (covers period of January 1 through December 31 of the current year)	By December 1
2. Employee submits self-evaluation	By February 15
3. Conference between supervisor and employee	Steps 3 and 4 completed by April 1
4. Written evaluation by supervisor based on employee's self-evaluation and conference	Steps 3 and 4 completed by April 1
5. Opportunity for employee to respond to written evaluation	By April 15
6. Combined self-evaluation, supervisor's written evaluation, employee's written response (if any) signed by employee and their supervisor and sent to unit HR Business Partner, with a copy sent to the department head (if applicable) and dean/division head.	By April 30

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(AS Doc 148, 8/24)